

POLICY # 213: PUBLIC SAFETY FIRST AID AND CPR TRAINING PROGRAM APPROVAL

I. PURPOSE

- A. To establish criteria as defined by Title 22, Division 9, Chapter 1.5 of the California Code of Regulations (CCR), for approval of Public Safety First Aid (PSFA) and Cardiopulmonary Resuscitation (CPR) training programs in the County of San Luis Obispo (SLO).

II. SCOPE

- A. As determined by the employing agency, Public Safety personnel who are not otherwise covered by the following approving authorities: California Department of Forestry and Fire Protection (CAL FIRE), Commission on Peace Officer Standards and Training (POST), California Department of Parks and Recreation (DPR), Department of the California Highway Patrol (CHP), and approved Emergency Medical Services (EMS) training programs.
- B. Except those whose duties are primarily clerical or administrative, the following regularly employed public safety personnel, lifeguard, firefighter, and peace officer, shall be trained to administer first aid, CPR and use an automated external defibrillator (AED).

III. DEFINITIONS

- Primarily Clerical or Administrative: the performance of clerical or administrative duties accounts for 90% or more of the time worked each pay period.
- Public Safety First Aid: Immediate care for injury or serious illness, including medical emergencies, by public safety personnel prior to the availability of medical care by licensed or certified health care professionals.
- Public Safety AED Service Provider: An agency, or organization which is responsible for, and is approved to operate, an AED.
- Public Safety Personnel:
 - Firefighters: Any officer, employee or member of a fire department or fire protection or firefighting agency of the State of California, or any city, county, city and county, district or other public or municipal corporation or political subdivision of California or any member of an emergency reserve unit of a volunteer fire department or fire protection district.
 - Lifeguards: Any officer, employee, or member of a public aquatic safety department or marine safety agency of the State of California, or any city, county, city and county, district or other public or municipal corporation or political subdivision of California.
 - Peace Officers: Any city police officer, sheriff, deputy sheriff, peace officer member of the California Highway Patrol, marshal or deputy marshal or police

officer of a district authorized by statute to maintain a police department or other police officer required by law to complete PSFA training.

- Regularly Employed: Being given wages, salary, or other remuneration for the performance of those duties normally carried out by lifeguards, firefighters, or peace officers.

IV. POLICY

- A. Initial training requirements shall be satisfactorily completed within one (1) year from the effective date of the individual's initial employment and, whenever possible, prior to assumption of regular duty in one of the public safety personnel categories.
- B. The initial course of instruction shall be at least twenty-one (21) hours in first aid and CPR.
- C. The content of initial training listed in CCR shall prepare personnel to recognize injury or illness, render basic first aid level treatment, and shall be competency based.
- D. Applicable agencies shall apply and be approved to teach the skills listed in section (H) of this policy, prior to training implementation and authorization of personnel to perform PSFA and CPR skills.
 - 1. Approved PSFA and CPR Training Programs in operation prior to policy implementation are valid for the current approval term listed on an official approval letter.
- E. A PSFA and CPR Training Program applicant must have and submit a procedure for an EMS quality improvement program (EMSQIP).
- F. Initial and retraining courses shall test the knowledge and skills specified in CCR and have a passing standard for course completion and shall ensure the competency of each skill.
 - 1. Each course shall include a written and skills examination which tests the ability to assess and manage all of the conditions, content, and skills listed in CCR.
 - 2. The passing standards shall be established and approved by the San Luis Obispo Emergency Medical Services Agency (SLOEMSA) before administration of the examination.
- G. Initial training shall include content on bloodborne pathogens and SLOEMSA Policy #123, Contagious Disease Exposure.
 - 1. Refresher training shall include content on bloodborne pathogens.
- H. After completion of training and demonstration of competency to the satisfaction of an approved training provider, personnel are authorized to perform the following emergency medical care while at the scene of an emergency:
 - 1. Evaluate the ill and injured.

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2. Provide treatment for shock.
 3. Support airway and breathing with manual airway opening methods, including head-tilt and/or jaw thrust, manual methods to remove an airway obstruction in adults, children, and infants, and use the recovery position.
 4. Spinal immobilization.
 5. Splinting of extremities.
 6. Eye irrigation using water or normal saline.
 7. Assist with administration of glucose.
 8. Assist patients with administration of physician prescribed epinephrine devices and naloxone.
 9. Assist with childbirth.
 10. Hemorrhage control using direct pressure, pressure bandages, principles of pressure points, and tourniquets. Hemostatic dressings may be used from the list approved by the State EMS Authority.
 11. Apply chest seals and dressings.
 12. Simple decontamination techniques and use of decontamination equipment.
 13. Care for amputated body parts.
 14. Provide basic wound care.
- I. Patient care provided by public safety personnel will be reported and handed off to any arriving EMS personnel who is authorized at a higher medical level, as soon as is feasible.
- J. Retraining is required at least once every two years by successful completion of either:
1. An approved course which includes review of the topics and demonstration of skills prescribed in CCR, which consists of at least eight (8) hours of first aid and CPR including AED.
 2. Maintaining current and valid certification or licensure as an Emergency Medical Technician (EMT), Paramedic, Registered Nurse, Physician Assistant, Physician, or current and valid National Registry of Emergency Medical Responder (EMR), EMT, Advanced EMT, or Paramedic.
 3. Successful completion of a competency based written and skills pretest of the topics and skills prescribed in CCR. Appropriate retraining of topics indicated by the pretest shall be completed in addition to any new developments in first aid and CPR. A final test shall be provided covering the topics included in the retraining for personnel failing to pass the pretest. The hours for retraining may be reduced to the hours needed to cover topics indicated by the pretest.
- K. Training in PSFA and CPR shall be conducted by an instructor who is currently licensed in California (CA) as a Physician, Physician's Assistant, Registered Nurse, or Paramedic, or certified in CA as an EMT, or is approved by SLOEMSA, and who meets the following criteria:

1. Proficient in the skills taught.
 2. Qualified to teach by education or experience.
- L. Validation of all instructor's qualifications shall be the responsibility of the agency whose training program has been approved by SLOEMSA.
- M. A PSFA training program shall have a Program Director, to ensure that the program is compliant with this policy and CCR.
1. The Program Director may also be an instructor.
- N. Every trainee who successfully completes an approved course of instruction that includes successfully passing the competency based written and skills exams shall be given a certificate or written verification of completion that shall include:
1. Initial or refresher training course.
 2. Number of training hours completed.
 3. Date of issue.
 4. Date of expiration, which shall be two (2) years from the date of course completion.
- O. An approved PSFA and CPR Training Program shall maintain a record of the names of trainees and the dates on which training courses have been completed on a Public Safety First Aid and CPR Training Record – Attachment B.
1. This record shall be retained for at least four (4) years.
 2. This record shall be submitted to the SLOEMSA upon completion of initial training, retraining, and every four (4) years with a Public Safety First Aid and CPR Training Program Application – Attachment A.
- P. If a SLOEMSA approved PSFA and CPR Training Program has or plans to acquire AEDs for intended use by trained personnel, an application and approval for Public Safety AED Service Provider, Policy #204, shall be obtained prior to the usage of AEDs.
1. AED authorized personnel will be indicated on the Public Safety First Aid and CPR Training Record – Attachment B.
 2. State and federal agencies are approved by the EMS Authority.
- Q. All course material and records shall be subject to oversight and must be made available for periodic review as determined by SLOEMSA.
- R. Course approval is valid for four (4) years from the date of approval, and shall be reviewed every four (4) years by submitting a Public Safety First Aid and CPR Training Program Application – Attachment A.
- S. An approved PSFA and CPR Training Program shall notify SLOEMSA, in writing, within thirty (30) calendar days of any change in Program Director, instructor(s), or course materials.

1. Changes are subject to SLOEMSA review and must be approved prior to implementation.
- T. Program approval and renewal is contingent upon continued compliance with all required criteria and provisions in this policy and CCR and may be revoked by SLOEMSA if the program fails to remain compliant.
 1. SLOEMSA will follow the procedures set forth in CCR regarding withdrawal of program approval.
- U. All current CCR will be followed if different than the requirements outlined in this policy.
- V. Allow sufficient time to apply for approval or renewal, as program review can take up to twenty-one (21) business days, which does not include time for program remediation. Additional turn time would be required if there are deficiencies noted.
- W. A non-refundable fee will be collected as part of the application and review requirements. An applicant whose check returns for insufficient funds may result in denial or suspension until fee is paid and will incur additional fees as outlined in SLOEMSA Policy #101 – Fee Collection.

V. PROCEDURE

- A. Submit a complete application, Attachment A – Public Safety First Aid and CPR Training Program Application, to SLOEMSA and provide the required items below:
 1. A letter of intent.
 2. A copy of all course materials, including but not limited to course outline, objectives, and presentations or handouts used for instruction.
 3. A copy of course written and skills tests.
 4. Passing standards for course written and skills tests.
 5. Program Director and Instructor(s) resumes that specify eligibility for program roles.
 6. A copy of the course completion certificate (template).
 7. A copy of the EMSQIP.
- B. Submit payment.
- C. A written response will be sent to confirm that the application has been received.
- D. Allow up to twenty-one (21) business days for a program review, which will result in a written response detailing whether there is any missing information.
- E. A letter of program approval or disapproval will be issued by SLOEMSA as soon as the decision has been reached.
 1. The program approval letter will indicate the program effective date and expiration.

- F. Submit a Public Safety First Aid and CPR Training Record – Attachment B, upon completion of initial training and after retraining.



VI. AUTHORITY

- Title 22, Division 9

VII. ATTACHMENTS

- A. Public Safety First Aid and CPR Training Program Application
- B. Public Safety First Aid and CPR Training Record

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	

PUBLIC SAFETY FIRST AID AND CPR TRAINING PROGRAM APPLICATION

Check One: ☐ Initial Application ☐ Renewal

APPLICANT INFORMATION

Public Safety Provider Name:

Public Safety Provider Address:

Public Safety Provider Phone Number:

Program Director Name:

Program Director Phone Number:

Program Director Email:

Alternate Contact:

SUBMIT THE FOLLOWING WITH THIS APPLICATION

- ☐ Letter of intent.
- ☐ Copy of all course materials, including but not limited to course outline, objectives, and presentations or handouts used for instruction.
- ☐ Copy of course written and skills tests.
- ☐ Passing standards for course written and skills tests.
- ☐ Program Director and Instructor(s) resumes that specify eligibility for program role.
- ☐ Copy of the course completion certificate.
- ☐ Copy of the EMS Quality Improvement Program.
- ☐ Submit current application fee.

ATTESTATION OF PSFA&CPR APPLICANT

I hereby certify that I have reviewed and understand the County of San Luis Obispo EMS Policy #213, Public Safety First Aid and CPR Training Program Approval and Title 22, Div. 9.

Signature of PSFA & CPR Applicant:

Date:

*****EMS AGENCY USE ONLY BELOW THIS LINE*****

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| Received Date: | <input type="checkbox"/> Email confirmation of application received. |
| Initial Review (w/in 21 work days), Date: | Letter of approval or disapproval, Date: |
| Update State Database: | Update SLO EMSA records: |
| <input type="checkbox"/> Submit Attachment B upon completion of initial training. | |

PUBLIC SAFETY FIRST AID AND CPR TRAINING RECORD

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